

**CITY OF RICHMOND, VIRGINIA**  
**NEW APPOINTMENT CHECKLIST – FORM REQUIRED**

Listed below are the forms **required** by the City of Richmond, Department of Human Resources in order to process all new hires. These forms **must** be attached to the payroll Form 4's along with this checklist when the Form 4's are submitted for processing. The payroll Form 4's **will not** be processed if the required documents are not attached. (Constitutional Agencies must submit the documents noted with an asterisk "\*" only).

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Social Security Number

Date of Pre-Placement Physical/Drug Screen: \_\_\_\_\_

**Required Documents:**

- \_\_\_\_\_ Employee Personal/Taxing Information & Employee Pay/Assignment Information F4s\*
- \_\_\_\_\_ Completed Educational Level form
- \_\_\_\_\_ Signed Substance Abuse Policy Receipt
- \_\_\_\_\_ Signed Personnel Rules Receipt
- \_\_\_\_\_ Signed Administrative Rules Receipt
- \_\_\_\_\_ Signed Electronic Media Administration Regulation Acknowledgement\*\*
- \_\_\_\_\_ Signed Statement of Ethics Receipt
- \_\_\_\_\_ Completed Immigration I-9 with copy of documents attached.\*
- \_\_\_\_\_ Copy of offer of employment letter stating salary.
- \_\_\_\_\_ Completed Federal W-4 tax form.\*
- \_\_\_\_\_ Completed State W-4 form.\*
- \_\_\_\_\_ Copy of employee's Social Security Card. (A separate copy is required if Employee used their SS Card for I-9 purposes also).\*
- \_\_\_\_\_ Completed City of Richmond application.
- \_\_\_\_\_ Completed Certification list.
- \_\_\_\_\_ Copy of Budget Analyst's approval to fill position

\_\_\_\_\_  
Signature – Department Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\*\* Constitutional Agencies are strongly encouraged to have their new employees receive a copy of this Regulation and submit a signed receipt copy to HR with the New Hire packet.